



Embassy of the United States of America Lisbon, Portugal

SUBJECT: EMPLOYMENT OPPORTUNITY

OPEN TO: All Interested Candidates

POSITION: Information Assistant – Grade FSN-08 (starting at €26,500/annum); or FP-06 (If FP, Bureau will confirm final grade based on candidate's qualifications)

OPENING DATE: July 25, 2013

CLOSING DATE: August 8, 2013

WORK HOURS: Full-time: 40 hours per week

START DATE: TBD

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lisbon is seeking an individual for the position of Information Assistant in the Office of Public Affairs (OPA).

BASIC FUNCTIONS OF POSITION

Under the supervision of the Public Affairs Officer (PAO), the Information Assistant coordinates all media issues closely with the PAO. The incumbent also regularly works with high level mission members, including the Ambassador and Deputy Chief of Mission, on press responsibilities.

Press Functions:

- Responsible for the daily preparation of the Lisbon press summary and regular press briefings to the Ambassador and other country team members; monitors relevant Portuguese media – print, electronic and online – to keep current on contemporary issues and trends that may have an impact on U.S. Government policies and Mission activities; distributes information to Country Team members whenever relevant, files and catalogues daily clippings.
- Prepares press releases, press reviews, conferences, interviews, or any media-related event, including arrangements for high-level visits of the United States government officials or military.

Other Responsibilities:

- Facebook Manager – selects appropriate content for Facebook page, responds in a timely manner to comments from fans, deletes or censors inappropriate postings, suggests ideas for Facebook campaigns to attract more fans; suggests innovative ways to use Facebook to promote USG policy goals. Acts as Chairperson of Embassy working group on Facebook.
- Filters public inquiries from the general public and the media, channeling information to the PAO, when appropriate.
- Cultivates and maintains professional contacts with journalists, and key external audiences and institutions engaged in media.

A copy of the complete position description (PD) listing all duties, responsibilities, and qualifications is available in the Human Resources Office. To review the complete PD, contact Cristina Villarinho using the phone number, fax, or e-mail listed below.

QUALIFICATIONS REQUIRED

1. Education: University Degree in Communication Studies or Journalism.
2. Experience: One to two years of experience in public affairs, marketing, communications, journalism or use of social media tools.
3. Language: English- Level 4 (fluent) reading/speaking/writing abilities and Portuguese- Level 4 (fluent) reading/speaking/writing abilities.
4. Knowledge: Good working knowledge of Portugal's social, political and economic structures and of key figures in the mass media and government; good general knowledge of American Government institutions and a thorough knowledge of information resources.
5. Skills and abilities: Must have good communications skills, as well as, the ability to quickly access relevant and current reference materials in a variety of formats, whether on-line, on CD-Rom or in print. Must have ability to analyze, synthesize and translate information.

SELECTION PROCESS

It is essential that candidates show they fully meet the "Qualifications Required" above in the written application. Candidates who do not fully meet every qualification will not be considered. Eligible Family Members (EFMs) and US Veterans who fully meet all qualifications will be given preference over other candidates.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful candidacy.
2. Any employee serving a probationary period, any NOR hired under a Personal Services Agreement (PSA) within the first 90 calendar days of employment, or any AEFM employee within the first 90 calendar days of an FMA appointment is ineligible to apply for this position.

TO APPLY

Interested candidates for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (DS-174); **or**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both: i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. A candidate claiming U.S. Veterans preference must provide a copy of the applicable Form DD-214 with the application. A candidate claiming conditional U.S. Veteran's preference must submit documentation confirming eligibility for a conditional preference in hiring together with the application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: Cristina Villarinho

Telephone: (351) 21-770-2516 Fax: (351) 21-726-7303 Email: hrol@state.gov

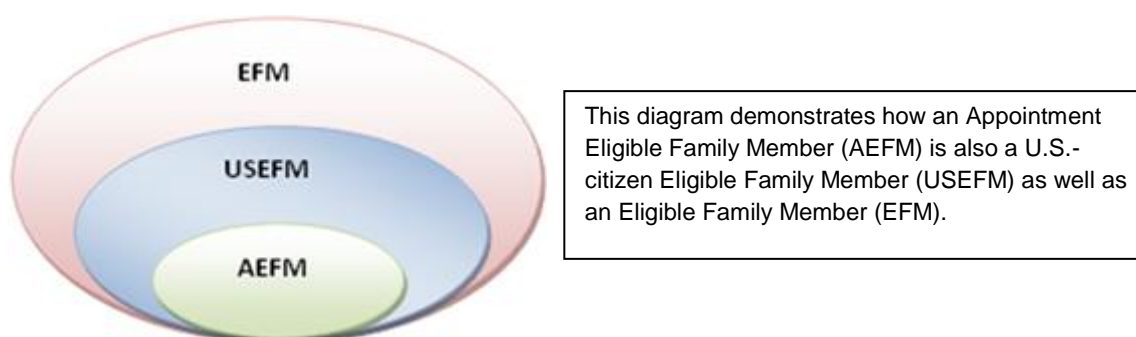
CLOSING DATE FOR THIS POSITION: August 8, 2013

The US Mission in Portugal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The US Mission in Portugal also strives to achieve equal employment opportunity in all human resource operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited human resource practices, and/or courts for relief.

Appendix A

DEFINITIONS



1. AEFM: a type of EFM that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided the person meets all of the following criteria:
 - U.S. Citizen;
 - Spouse or dependent who is at least 18 years of age;
 - Service, Department of Defense (DoD), uniformed service member or DoD civilian employee permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
 - Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; **and**
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign Service.
2. EFM: A Family Member, at least 18 years of age, listed on the travel orders of a Foreign Service, Civil Service, DoD uniformed service member, or DoD civilian permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission Authority, who does not meet the definitions of AEFM above.

3. MOH: A Member of Household (MOH) is a person who:
 - Has accompanied, but is not on the travel orders of a U.S. citizen Foreign Service, Civil Service, DoD uniformed service member, or DoD Civilian employee permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; **and/or**
 - Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; **and**
 - Resides at post with the sponsoring employee.
4. OR: Ordinarily Resident - A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. NOR: Not Ordinarily Resident – Typically NORs are U.S. citizen EFM of FS, GS, and uniformed service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. MOHs also fall under this category.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, Cell phone numbers and e-mail address
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If position requires driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References